

1130 DELEGATIONS OF AUTHORITY

Travel 01

Actual Expense Allowance (Subsistence)

Issuing Office: OFM 435-2927

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1. **Explanation of Material Transmitted:** This delegation is revised to reflect recent changes to Limitations/Guidance No. 2 and Redelegations. All travel conducted by the Institute/Center (IC) Directors must be authorized and approved by the Deputy Director for Management (DDM), NIH; and all travel conducted by the IC Deputy Directors must be authorized and approved by the respective IC Director.
 2. **Filing Instructions:**

Remove: NIH Manual 1130, Travel No. 1, dated 07/22/99

Insert: NIH Manual 1130, Travel No. 1, dated 10/17/02

PLEASE NOTE: To sign up for email notification of future changes, please go to the [NIH Manual Chapters LISTSERV](#) Web page.

Authority Delegated

To authorize and approve reimbursement for the actual and necessary subsistence expenses of official travel when these expenses are unusually high due to special or unusual circumstances.

To Whom Delegated	Area of Authority
Deputy Director, NIH	NIH
Deputy Director for Management, NIH	NIH
IC Directors/Deputy Directors/Executive Officers	Respective Areas
OD Executive Officer	OD with the exception of ORS
Associate Director for Research Services	ORS

Limitations/Guidance

1. The authority delegated above must be exercised in accordance with all applicable statutes, regulations, Federal Travel Regulations or Joint Federal Travel Regulations as appropriate, and Departmental and NIH policies.
2. All travel conducted by the Institute/Center (IC) Directors must be authorized and approved by the Deputy Director for Management (DDM), NIH; and all travel conducted by the IC Deputy Directors must be authorized and approved by the respective IC Director.
3. Reimbursement is not to exceed (a) the currently set levels for each calendar day or fraction of a day in travel status for actual expense allowance subsistence within the limits of the continental United States, or (b) the sum of the maximum per diem allowance plus the currently set allowance for travel outside the limits of the continental United States.
4. This authority shall be used for individual travel assignments or specific travel situations only after appropriate consideration has been given to the extenuating circumstances surrounding the performance of the travel.
5. As a matter of Departmental policy, no official may authorize or approve his or her own travel. All redelegations must be in writing. A copy of the redelegation must be retained by the official making the delegation and by the incumbent of the position to whom the delegation is made. A copy of the redelegation must also be sent to the respective administrative office.
6. All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

Redelegation

With the exception of the IC Director/Deputy Director travel, this authority may be redelegated. However, it should be retained at the highest administrative level necessary to ensure that programs are conducted effectively by the appropriate officials, without compromising program integrity, and without undue delay.

Citations

1. 5 U.S.C. 302, 5701 et seq.; 42 U.S.C. 203, 210(c), 216, and 281
2. Federal Travel Regulations, 41 CFR 301
3. Joint Federal Travel Regulations
4. HHS Travel Manual Chapters 1-30, 1-60, 2-00, and 5-20
5. HHS Personnel Manual Instruction 571-2

6. Travel Expense Act of 1949, as amended (Pub. L. 94-22)
7. Memorandum to Heads of Operating Divisions from the Deputy Assistant Secretary, Finance, OS, dated March 6, 1996, entitled: "Delegations of Authority"
8. Secretary's Reorganization Order of September 25, 1995 (60 FR 51480 (October 2, 1995))

/s/
Elias A. Zerhouni, M.D.
Director, NIH

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Last Updated: 01/13/03

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